

INSTRUCTIONS FOR ENTERING A PLANNING GRANT APPLICATION INTO WEBGRANTS

Contact Zach (zowen@mt.gov 444-0552) or Lindsay (lmvolpe@mt.gov 444-9766) with any questions. We're happy to help. It's a new process for a lot of people.

Do not use the web browser back arrow once you're working on your application. Always use the database back arrow.



Login to Webgrants. If you haven't registered yet, you'll need to do that, and wait for us to approve your registration. You'll then receive an email with your username and password. **This could take a couple of days.**

WebGrants - State of Montana - Windows Internet Explorer

https://www.fundingmt.org/logout.do


File Edit View Favorites Tools Help

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Montana

Grants and Loans

System Compatibility


 [Log In](#)

Login

User ID:*

Password:*

[Forgot Password?](#)



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Funding Opportunities Offered by Montana State Agencies


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Announcements

Funding Opportunities Offered by Montana State Agencies

[Search Here](#)

You do not need to register for Search access.



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Done

Login. Click Funding Opportunities.

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https://www.fundingmt.org/login.do

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Grants and Loans

Menu | Help | Log Out

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Welcome

Main Menu

Click Help above to view instructions. Go to "My Profile" to reset password.

- Grantee Instructions
- My Profile
- Funding Opportunities**
- My Applications
- My Grants

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Choose DNRC Planning Grant (ID #10576).

The screenshot shows the 'WebGrants - State of Montana' website in a Windows Internet Explorer browser. The page title is 'Grants and Loans'. The navigation bar includes 'Menu', 'Help', 'Log Out', 'Back', 'Print', 'Add', 'Delete', 'Edit', and 'Save'. The main content area is titled 'Funding Opportunities' and 'Current Funding Opportunities'. A table lists various grants, with a red arrow pointing to the 'DNRC Planning Grant' (ID 10576).

| ID | Agency | Program | Opportunity Title | Application Deadline |
|-------|--|------------------------------------|---|----------------------|
| 04400 | Department of Agriculture | AGR GTA Growth Through Agriculture | AGR Growth Through Agriculture Mini-Grant SFY2013 | Not Applicable |
| 00469 | Department of Agriculture | AGR GTA Growth Through Agriculture | AGR GTA TEST FO | 01/31/2012 |
| 00544 | Department of Agriculture | AGR GTA Growth Through Agriculture | AGR GTA TEST FO 2 | 12/31/2013 |
| 00769 | Department of Agriculture | AGR GTA Mini-Grant Program | AGR GTA Mini-Grant FINAL TEST FO | Not Applicable |
| 10282 | Department of Agriculture | AGR Noxious Weed Trust Fund | AGR NWTF 2013 Montana Noxious Weed Education Campaign (MTNWEC) | 05/17/2013 |
| 06495 | Department of Agriculture | AGR Test Program Area | AGR Nelson's Test FO | Not Applicable |
| 10300 | Department of Agriculture | AGR Test Program Area | DOC Test 4/11 | Not Applicable |
| 03686 | Department of Agriculture | AGR Test Program Area | AGR John's Test FO | 09/30/2013 |
| 07322 | Department of Agriculture | AGR WBC Wheat & Barley Committee | AGR WBC Research Application FY13-14 | 06/30/2013 |
| 03944 | Department of Natural Resources and Conservation | DNRC | DNRC Uniform App Test | 09/21/2012 |
| 10522 | Department of Natural Resources and Conservation | DNRC | DNRC RRGL Capacity Grant TEST | 06/28/2013 |
| 10576 | Department of Natural Resources and Conservation | DNRC | DNRC Planning Grant | 07/01/2013 |
| 08449 | Department of Natural Resources and Conservation | DNRC RRGL Project Grant | Combined Application TEST | 02/21/2014 |
| 00016 | Department of Commerce | DOC - Test Area | Test 1 - Quality Schools Project Grants | 02/07/2012 |
| 01336 | Department of Commerce | DOC - Test Area | DOC Test 2 - Quality Schools Project Grants | 02/28/2013 |
| 09087 | Department of Commerce | DOC - Test Area | DOC Test - Reg/CVB Annual Marketing Plan | 06/28/2013 |
| 10275 | Department of Commerce | DOC - Test Area | DOC - Test - BRD - BSTF - FY13 | 06/30/2013 |
| 10309 | Department of Commerce | DOC - Test Area | DOC - Test - CDBG-ED Planning Grants - FY13 | 06/30/2013 |
| 10531 | Department of Commerce | DOC - Test Area | DOC - Test2 - BRD - BSTF - FY13-2 | 06/30/2013 |
| 10301 | Department of Commerce | DOC - Test Area | DOC - Coal Board test 1 5/1/13 | 08/30/2013 |
| 10550 | Department of Commerce | DOC BRD | DOC - Big Sky Economic Development Trust Fund (BSTF) - Category II - Planning Projects - FY13 | 06/28/2013 |
| 10578 | Department of Commerce | DOC BRD CDBG-ED | DOC - MT Community Development Block Grant Program - Economic Development - Planning Grant - FY13 | 06/30/2013 |

You'll see a description of the grant application. At the bottom of the page will be any attachments and links which might help.

Click Start a New Application.

The screenshot shows the WebGrants - State of Montana website in a Windows Internet Explorer browser. The address bar shows the URL: https://www.fundingmt.org/viewOpportunity.do?opportunityPk=1367253815289. The website has a green header with the 'Montana' logo and 'Grants and Loans' text. Below the header is a navigation bar with links for Menu, Help, and Log Out, and a set of icons for Back, Print, Add, Delete, Edit, and Save. The main content area is titled 'Funding Opportunities' and contains a section for 'Current Applications'. This section includes a table with columns for ID, Application Title, and Status. The table has one row with ID 10685, Application Title 'Test Zach III', and Status 'Submitted'. Below the table is a section for 'Opportunity Details' for the '10576-DNRC Planning Grant'. This section includes a red arrow pointing to the 'Start a New Application' link. The details section also includes information about the application deadline (07/01/2013 12:00 AM), award amount (Not Applicable), project start and end dates, program officer (Pam Smith), phone number (406-444-6839 x), and email (psmith@mt.gov). The description section is titled 'Description' and contains the text 'DNRC Renewable Resource Grant and Loan Program (RRGL)' and 'Project Planning Grant Application Guidance'.

WebGrants - State of Montana - Windows Internet Explorer

https://www.fundingmt.org/viewOpportunity.do?opportunityPk=1367253815289

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Montana Grants and Loans

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Funding Opportunities

Current Applications

Any previously created applications, for this opportunity, appear below. To start a new application for this opportunity, Click the Start a New Application link or to copy data from an old application, click on the Copy Existing Application link.

| ID | Application Title | Status |
|-------|-------------------|-----------|
| 10685 | Test Zach III | Submitted |

Opportunity Details [Copy Existing Application](#) | [Start a New Application](#)

10576-DNRC Planning Grant

DNRC
Application Deadline: 07/01/2013 12:00 AM

Award Amount Range: Not Applicable

Project Start Date:

Project End Date:

Award Announcement Date:

This Opportunity is recurring Yes

Categorical Area(s) To be Addressed by Program Natural Resources

Program Officer: Pam Smith

Phone: 406-444-6839 x

Email: psmith@mt.gov

Description

DNRC Renewable Resource Grant and Loan Program (RRGL)

Project Planning Grant Application Guidance

Fill in the fields. Anything with a red asterisk is required. This first form is slightly confusing, so feel free to call or email if the description below isn't clear.

The only people who will show up in these people dropdowns are people who are registered in the database, and connected to Organizations you are connected to in the database. If you are a consultant filling this application out for a client, I suggest choosing yourself as the Primary Contact, and someone from your clients' organization

who will be closely involved in the application and project as the Authorized Official. If you don't put yourself in as one of these contacts, you will not be able to edit the application again once you've logged out.

Once you enter the other required fields, and the Organization (government entity applying for the grant), and [Save](#), the database now knows what Organization you are with. If you now click [Edit](#), you'll be able to choose additional contacts from this organization. Pick anyone who you'd want to allow to view the application, and possibly receive email updates.

[Save](#). Click [Go to Application Forms](#).

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https://www.fundingmt.org/editApplicationGeneralInformation.do?programAreaPk=1316108867604&opportunityPk=1367253815289&round=2

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Menu | Help | Log Out Back | Print | Add | Delete | **Save**

Instructions

Fill out the form below and click "Save". Once completed and saved, click on the "Go to Application Forms" link to continue completing the rest of the application. Pick the appropriate Primary, Additional and Authorized Officials. If additional contacts or authorized officials have not been registered in the system, request that the primary contact person add them to the organization. Enter a BRIEF project title, you will have the opportunity to detail your project further in the application.

To save or edit this form, click "Save" or "Edit" in the upper right hand corner of the screen. Information entered into this form will be lost unless the "Save" icon is selected before moving on to the next form. If you wish to move back a screen, select the "Back" icon. Do not click on the main browser's back arrow. Doing so could unknowingly jeopardize the integrity of the data entered into the application thereby interfering with your application submittal.

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application.

The Authorized Official, if this is displayed, is the person from your organization who is authorized to submit the proposal and commit your organization to the work involved. Select the organization, if you belong to more than one, for which you will be submitting this application.

General Information

Primary Contact*: Zachary Owen

Project Title: My Town's Water System PER
(limited to 250 characters)*

Authorized Official*: Zachary Owen

Organization*: Government Entity

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https://www.fundingmt.org/saveApplicationGeneralInformation.do

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Grants and Loans

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Application

Application: 10732 - My Town's Water System PER

Program Area: DNRC

Funding Opportunity: 10576 - DNRC Planning Grant

Proposal Deadline: 07/01/2013

Instructions

Fill out the form below and click "Save". Once completed and saved, click on the "Go to Application Forms" link to continue completing the rest of the application. Pick the appropriate Primary, Additional and Authorized Officials. If additional contacts or authorized officials have not been registered in the system, request that the primary contact person add them to the organization. Enter a BRIEF project title, you will have the opportunity to detail your project further in the application.

To save or edit this form, click "Save" or "Edit" in the upper right hand corner of the screen. Information entered into this form will be lost unless the "Save" icon is selected before moving on to the next form. If you wish to move back a screen, select the "Back" icon. Do not click on the main browser's back arrow. Doing so could unknowingly jeopardize the integrity of the data entered into the application thereby interfering with your application submittal.

General Information

System ID: 10732

Project Title: My Town's Water System PER


Primary Contact: Zachary Owen

Additional Contacts: Zachary Owen

Organization: Government Entity

Go to Application Forms

Last Edited By: Zachary Owen, 05/14/2013


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Done



You'll need to fill out each of these forms individually by clicking on the form name. Each must be **Marked as Complete** before you can submit. The first form, **General Information**, is what you just filled out. You may have to click **Edit** to start working on the other forms, once you're in them. If the Edit button is not highlighted, but the **Save** button is, you're already in edit mode, and you can enter your information.

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https://www.fundingmt.org/appComponents.do?documentPk=1368559444134

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Montana Grants and Loans

Menu Help Log Out Back Print Add Delete Edit Save

Application

Application: 10732 - My Town's Water System PER

Program Area: DNRC

Funding Opportunity: 10576 - DNRC Planning Grant

Proposal Deadline: 07/01/2013

Instructions

All basic information requested in the Outline for Technical Narrative and the Environmental Assessment should be provided in the main application text of the application, not in the appendices. Appendices should provide supporting information but not serve as the primary source of that information. If critical information is buried in the appendices, it might not receive due consideration in the grant evaluation.

Application Forms

[Application Details](#) | [Submit](#) | [Withdraw](#)

| Form Name | Complete? | Last Edited |
|-------------------------------------|-----------|-------------|
| General Information | ✓ | 05/14/2013 |
| DNR Project Planning Applicant info | | |
| DNR Planning Project Type | | |
| Project Description | | |
| Planning Grant Budget | | |
| Watershed Grant Questions | | |
| Study Timeline | | |

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Fill out the project information and contact list. Choose the type of planning grant you're applying for, and answer the questions about how much you're applying for. These are meant to disqualify anyone applying for more than is allowable under our program. You will not be able to save or submit your application if you're asking for more from us than we will grant.

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https://www.fundingmt.org/editComponent.do?property(documentPk)=1368559444134&property(componentDefPk)=1367355704238

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Application

Application: 10732 - My Town's Water System PER

Program Area: DNRC

Funding Opportunity: 10576 - DNRC Planning Grant

Proposal Deadline: 07/01/2013

Instructions

To save or edit this form, click "Save" or "Edit" in the upper right hand corner of the screen. Information entered into this form will be lost unless the "Save" icon is selected before moving on to the next form.

If you wish to move back a screen, select the "Back" icon. Do not click on the main browser's back arrow. Doing so could cause loss of data.

Type of Project Planning Grant

Project Type:

Technical Studies would include: Groundwater Investigation, Soil Investigation, Source Water Protection Plan, Watershed Surveys etc.

If applying for an administrative grant, please choose which type:

Does the applicant (community) have an administrative order or other compliance issue that needs to be addressed? ☐ Yes ☐ No


If yes, you are required to explain:

If you are applying for an administrative grant, are you requesting more than \$5,000 from DNRC? ☐ Yes ☐ No

If you are applying for a technical/PER grant, are you requesting more than \$15,000 from DNRC? ☐ Yes ☐ No

If you are applying for a larger watershed grant, are you requesting more than \$75,000 from DNRC? ☐ Yes ☐ No

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Done

On the Project Description form, you'll need to attach a map, also. Do this by clicking on the map icon. You'll only be able to see this when you're not in edit mode; so only after you save.

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Application

Application: 10732 - My Town's Water System PER

Program Area: DNRC

Funding Opportunity: 10576 - DNRC Planning Grant

Proposal Deadline: 07/01/2013

Instructions

To save or edit this form, click "Save" or "Edit" in the upper right hand corner of the screen. Information entered into this form will be lost unless the "Save" icon is selected before moving on to the next form.

If you wish to move back a screen, select the "Back" icon. Do not click on the main browser's back arrow. Doing so could cause you to lose the data you entered.


Project Description

Mark as Complete | Go to Application Forms

Planning Grant Project Title:*


Brief Description of the problem needing to be solved

1. What renewable resource may be impacted by the project?*
2. What public benefits may be impacted by the project?*
3. Why is the project needed? *
4. What is a brief history of the project? *

Project Map 

If you have a project map, attach it here unless you are applying for a watershed project. Watershed projects are required to attach map in the watershed project section of the application.

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The budget is in two parts. “Match Funding”, and DNRC. DNRC is what you’re asking for from us. Match Funding is any other money you are using for this planning project.

Click Add to enter your match funding. You’ll click Add for each source.

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Menu Help Log Out Back Print Add Delete Edit Save

Application

Application: 10732 - My Town's Water System PER

Program Area: DNRC

Funding Opportunity: 10576 - DNRC Planning Grant

Proposal Deadline: 07/01/2013

Requested Total: \$0.00

Instructions

All rows are required.

Match Funding

Mark as Complete | Go to Application Form | **Add**

Please enter the source and amount of match funding that may be used for completing the proposed activity, not including the RRGL Planning Grant funds. Click the "Add" button in this section to list the funding sources for the planning grant.

Please indicate if the alternate sources of funding are other than cash, such as in-kind services.

| Funding Source: | Funding Source Amount: | Is the funding source committed? | If No, Explain why the funding is not committed |
|-----------------|------------------------|----------------------------------|---|
|-----------------|------------------------|----------------------------------|---|

DNRC Amount Requested

Add funding requested from the DNRC Planning Grant by selecting "Edit" in the upper right hand corner of the screen.

Amount Requested: \$0.00

Total Budget \$0.00

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Enter the info, and click [Save](#). Do this for each match funding source.

For the amount you're requesting from DNRC, click [Edit](#).

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Montana Grants and Loans

Menu | Help | Log Out Back | Print | Add | De **Edit** | Save

Application

Application: 10732 - My Town's Water System PER

Program Area: DNRC

Funding Opportunity: 10576 - DNRC Planning Grant

Proposal Deadline: 07/01/2013

Requested Total: \$0.00

Instructions

All rows are required.

Match Funding

[Mark as Complete](#) | [Go to Application Forms](#) | [Add](#)

Please enter the source and amount of match funding that may be used for completing the proposed activity, not including the RRGL Planning Grant funds. Click the "Add" button in this section to list the funding sources for the planning grant.

Please indicate if the alternate sources of funding are other than cash, such as in-kind services.

| Funding Source: | Funding Source Amount: | Is the funding source committed? | If No, Explain why the funding is not committed |
|-----------------|------------------------|----------------------------------|---|
| Applicant | \$0.00 | No | |

DNRC Amount Requested

Add funding requested from the DNRC Planning Grant by selecting "Edit" in the upper right hand corner of the screen.

Amount Requested: \$0.00

Total Budget \$0.00

Last Edited By: Zachary Owen, 05/14/2013

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Enter the amount you're requesting towards the bottom of the screen. [Save](#). [Mark as Complete](#).

The Watershed Grant Questions are for those applying for the larger watershed grants. If you answer “Yes” to the first question, you’ll be required to fill out the rest of the form, and attach a map. If you choose “No”, simply [Save](#), then [Mark as Complete](#) and move on.

The screenshot shows a web browser window titled "WebGrants - State of Montana". The address bar displays a URL from fundingmt.org. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. A toolbar below the menu bar contains icons for Back, Forward, Home, Stop, Reload, Print, Add, Delete, Edit, and Save. The main header features a green banner with the word "Montana" in white script and "Grants and Loans" in white sans-serif font. Below the banner is a navigation bar with links for Menu, Help, and Log Out, along with icons for Back, Print, Add, Delete, Edit, and Save. The central content area has a light yellow background and displays the following information:
Application: 10732 - My Town's Water System PER
Program Area: DNRC
Funding Opportunity: 10576 - DNRC Planning Grant
Proposal Deadline: 07/01/2013
Requested Total: \$0.00
Below this information is a section titled "Instructions" with two paragraphs of text. The first paragraph states: "To save or edit this form, click 'Save' or 'Edit' in the upper right hand corner of the screen. Information entered into this form will be lost unless the 'Save' icon is selected before moving on to the next form." The second paragraph states: "If you wish to move back a screen, select the 'Back' icon. Do not click on the main browser's back arrow. Doing so could cause the data you entered to be lost." Below the instructions is a section titled "DNR Planning Grant Watershed Grant Questions". It contains two questions, each with "Yes" and "No" radio button options. A red arrow points to the "No" option for the first question. The first question is "Are you applying for a watershed grant?*" and the second is "Has an initial watershed survey been completed?". Below the questions is a text input field labeled "Participants-List the stakeholders involved in this project:". At the bottom of the page, there is a rich text editor toolbar with various icons for text formatting and editing. The status bar at the very bottom shows "Path:" and "Words:0".

Once you've filled out all the forms, saved them, and marked them as complete, you can review all your answers to make sure they're accurate by clicking [Application Details](#). If it all looks ok, click the database back arrow, or [Go to Application Forms](#), then click [Submit](#).

*Once you've clicked Submit, you will no longer be able to edit your application, and we'll be able to see it on our side of the database. If you realize you've missed something or entered something inaccurate after submitting, contact us, and we can open portions of the application back up to you.

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Application

Application: 10732 - My Town's Water System PER

Program Area: DNRC

Funding Opportunity: 10576 - DNRC Planning Grant

Proposal Deadline: 07/01/2013

Requested Total: \$0.00

Instructions

All basic information requested in the Outline for Technical Narrative and the Environmental Assessment should be provided in the main application text of the application, not in the appendices. Appendices should provide supporting information but not serve as the primary source of that information. If critical information is buried in the appendices, it might not receive due consideration in the grant evaluation.

Application Forms

| Form Name | Complete? | Last Edited |
|-------------------------------------|-----------|-------------|
| General Information | ✓ | 05/14/2013 |
| DNR Project Planning Applicant info | | |
| DNR Planning Project Type | | |
| Project Description | | |
| Planning Grant Budget | | 05/14/2013 |
| Watershed Grant Questions | | |
| Study Timeline | | |

[Application Details](#) | [Submit](#) | [Withdraw](#)

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